

VACANCY NOTICE

The following position is available. For full consideration, all interested and qualified candidates should apply by submitting a letter of application and resume' to **Sue Warren, Director of Human Resources/Labor Relations, City of Burton – 4303 S. Center Rd., Burton, MI 48519**

Department of Public Works – Laborer (Possibly up to 3)

REPORTS TO:

DPW Director & Deputy DPW Director

QUALIFICATIONS:

- High School Diploma or equivalent
- **Possess and maintain a valid Driver's License issued by the State of Michigan**
- **Possess a current CDL Endorsement in heavy equipment and air brakes operation and DOT Physical**
- Must be in good physical condition
- Minimum of 1 year of experience involving Department of Public Works projects of any kind

SKILLS:

- Certified for Confined Spaces
- Prior experience in working outside, in water/sewer construction, road construction, and general maintenance and construction

DUTIES AND RESPONSIBILITIES:

Including and not limited to:

- Assisting with water main construction and repair
- Assisting with sewer construction and repair
- Assisting with pump station maintenance
- Assisting with water turn ons and/or turn offs
- Assisting with water meter readings
- Assisting with road maintenance and repairs to include crack/chip sealing, ditching, etc.
- Mowing
- Snow removal
- Other duties as assigned by department supervision

WORK ENVIRONMENT

The employee must perform work in indoor and outdoor environments that are often crowded, wet, cold, warm or extremely hot. Work may involve bending, pushing, moving, lifting moderately heavy objects, dexterity of hands and fingers to operate tools and/or equipment.

TERMS OF EMPLOYMENT

Work year, wages, and benefits as outlined in the Collective Bargaining Agreement with the City of Burton and AFSCME Local 1918.09.

Wage range will be \$14.00/hr. - \$20.00/hr.

Work schedule will be 40 hours per week, **Monday – Friday 7:00 a.m. to 3:30 p.m.,** and on call as needed.

Evaluation/Performance Measurements

Criteria for performance include, but are not limited to:

- Attendance record
- Human interactions
- Equipment, machinery, materials, and tool utilization
- Verbal, mathematical aptitude as required by job duties
- Participation in specific training or workshop opportunities
- Production and efficiency related to job duties